

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Kennedy-Lugar Youth Exchange and Study Program (YES): **U.S. YES Inbound Placement and YES Abroad Recruitment Components** **ECA/PE/C/PY-10-07**

Bureau of Educational and Cultural Affairs (ECA) **Office of Citizen Exchanges** **Youth Programs Division**

The YES Program for the 2011-2012 academic year is comprised of three separate grant opportunities: (1) the “U.S. YES Inbound Placement and YES Abroad Recruitment Components,” which is the subject of this solicitation announcement ECA/PE/C/PY-10-07, and (2) the “Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Components,” and (3) the “Disability Support Component,” which are the subject of other grants. In order to successfully implement the YES Program, the awardees of each of these components’ grants will be required to understand and cooperate with ECA and the other components’ implementers through the duration of the program.

These POGI guidelines apply specifically to the Federal Register Request for Grant Proposals (RFGP) issued by the Youth Programs Division, Office of Citizen Exchanges, for the 2011-2012 Kennedy-Lugar Youth Exchange and Study (YES) Program placement component, which includes YES Inbound student placement and recruitment for YES Abroad. Proposals must conform to the RFGP, the Guidelines stated in this document, and the Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying Federal Register RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

- A. The YES Inbound program provides secondary school students from countries with significant Muslim populations the opportunity to experience life firsthand in a U.S. host community by living with an American family and attending an accredited American high school. Grant funding is also intended to sponsor local activities that will enhance the students’ knowledge, skills and attitude regarding U.S. style democracy and civil society. This solicitation and the activities to which it refers, applies to YES students from the following countries: Afghanistan, Albania, Bahrain, Bangladesh, Bosnia and Herzegovina, Bulgaria, Cameroon, Egypt, Gaza, Ghana, India, Indonesia, Israel (Arab Communities), Jordan, Kenya, Kosovo, Kuwait, Lebanon, Liberia, Macedonia, Malaysia, Mali, Morocco, Mozambique, Nigeria, Oman, Pakistan, Philippines, Qatar, Saudi Arabia, Senegal, Sierra Leone, South Africa, Suriname, Tanzania, Thailand, Tunisia, Turkey, West Bank, and Yemen. Information about the Inbound YES Program can be found at: <http://exchanges.state.gov/youth/programs/yes.html>.

Under the U.S. Placement Components, awardees will accept a negotiated number of students who will come from any of the above countries and place them with families and schools around the U.S. Awardees will provide orientation and on-program enhancement activities focused on themes of the YES Program.

- B. Grantee organizations will also recruit and nominate students from the United States for YES Abroad. American students will spend the 2011-12 academic year in selected YES countries. Information about the YES Abroad Program can be found at:
<http://exchanges.state.gov/youth/programs/yesabroad.html>.

Organization Staff /Volunteer Responsibilities and Oversight

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs (Bureau or ECA) of the Department of State (Department) is the designated Exchange Visitor Program sponsor with ultimate responsibility for the YES Program. All Placement Organizations (including their employees, officers, agents, and third parties involved in the administration of the YES Program) receiving YES Program grants to administer the Placement Component will be considered under the terms of such grants to be *“third parties cooperating with or assisting the sponsor [i.e., The Office of Citizen Exchanges] in the conduct of the sponsor’s exchange program.”* (22 CFR Section 62.2)

Because the actions of such third parties are imputed to the designated sponsor, the Bureau expects that all Placement Organizations (including their employees, officers, agents, and third parties involved in the administration of the YES Program) will both comply with the regulations and requirements of the Exchange Visitor Program and render all necessary assistance to enable the Office of Citizen Exchanges to be in full compliance with the same. Accordingly, Placement Organizations must ensure their *“employees, officers, agents, and third parties involved in the administration of the [students placed under YES Program grants] ... are adequately qualified, appropriately trained, and comply with the Exchange Visitor Program regulations”* (22 CFR 62.9(f) (2)).

Relevant portions of the regulations governing the administration of an exchange visitor program are set forth in 22 CFR 62.25(d)(5), Program administration: “Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf ... [a]dhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may from time to time impose.”

For YES Inbound students:

The Inbound Placement Component of the YES Program includes the following activities for which grant recipients (i.e., Placement Organizations) are responsible:

- Screening, selecting, and securing host families prior to the students’ departures from their home countries;
- Securing enrollment for the students in accredited secondary schools prior to the students’ departures from their home countries;
- Providing information to the YES Overseas Components Grantee to assist in the production of YES websites, program materials, handbooks, and any other YES material

- to be developed by the Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Components grantee during the grant;
- Preparing and disseminating U.S. YES Inbound Placement Organization materials to the organization administering the “Overseas Components” by May 1, 2011 for distribution to participants at the pre-departure orientation session;
 - Developing promotional materials that must identify the YES Program as a U.S. Department of State-sponsored program.
 - Providing medical insurance for the students;
 - Providing YES Program-specific training and orientation to local coordinators and host families;
 - Conducting post-arrival and mid-program orientations for students;
 - Conducting cultural enhancement programs through the exchange;
 - Facilitating skills and leadership development programs;
 - Establishing guidelines for community service requirements;
 - Monitoring participants (students, local coordinators, host families) to ensure the health, safety and welfare of the students (see further for details) as well as academic and social adjustment success;
 - Training and monitoring employees and volunteers of U.S. YES Inbound Placement Organizations (including local coordinators) and third parties acting on their behalf to support students;
 - Reporting serious problems or controversies (see further for details) and incidents or allegations involving the actual or alleged sexual exploitation or abuse of an exchange student participant to the Bureau (and local law enforcement, if required by law) and the YES Overseas Components Grantee concurrently;
 - Reporting any situation that impacts the safety, health or well-being of YES participants to the YES Overseas Components Grantee and to the ECA Program Office;
 - Reporting any student disciplinary degree to a second warning/probation level that could ultimately result in repatriation of the student, reporting changes of student address or assigned local coordinator within 10 days of such change, and reporting with summary special incidents involving the move of any student more than three times during the program (including brief temporary moves awaiting next placement);
 - Responding to data requests from ECA;
 - Managing fiscal data and accounting for grant funding, as required by federal law, including cost-sharing and funds provided to approved sub-grantee(s).
 - Conducting quarterly evaluations of the U.S. YES Inbound Placement Organizations’ success in achieving the YES Program outcomes and reporting such results on a quarterly basis;
 - Providing pre-departure re-entry support to prepare students for readjustment to their home environments; and
 - Preparing a final program performance report.

Each of these responsibilities is discussed below.

Host Families

Placement Organizations' practices and procedures for recruiting, screening, and selecting host families and placing YES Program participants with host families must meet the Exchange Visitor Program regulations for the secondary school student category, i.e., 22 CFR 62.25.

Relevant portions of the regulations governing the placement of exchange visitors with host families are set forth in 22 CFR 62.25(l), Host family placement:

- (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:
 - (i) Facilitate the entry into the United States for an exchange student for whom a host family placement has not been secured; and
 - (ii) Under no circumstance may more than two exchange students be placed with one host family.
- (2) Sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or temporary placement, and facilitate and encourage the exchange of correspondence between the two prior to the student's departure from the home country.

Relevant portions of the regulations governing the screening, selecting, and securing of host families are set forth in 22 CFR 62.25(j), Host family selection: Sponsors must adequately screen and select all potential host families and at a minimum must:

- (1) Provide potential host families with a detailed summary of the exchange visitor program and the parameters of their participation, duties, and obligations;
- (2) Utilize a standard application form that must be signed and dated by all potential host family applicants, and provide a detailed summary and profile of the host family, the physical home environment, family composition, and community environment. Exchange students are not permitted to reside with relatives.
- (3) Conduct an in-person interview with all family members residing in the home;
- (4) Ensure that the host family is capable of providing a comfortable and nurturing home environment;
- (5) Ensure that the host family has a good reputation and character by securing two personal references for each host family from the school or community, attesting to the host family's good reputation and character;
- (6) Ensure that the host family has adequate financial resources to undertake hosting obligations;

- (7) Verify that each member of the host family household eighteen years of age and older has undergone a criminal background check; and
- (8) Maintain a record of all documentation, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years.

With respect to the placement of YES Program participants, the Office of Citizen Exchanges provides the following further guidance that U.S. YES Inbound Placement Organizations must follow in placing students with host families:

- Host families cannot be paid by anyone for any reason relating to YES Program participants.
- Placement Organizations must repeat the entire screening process annually for host families, even if they previously hosted.
- All potential host families must fill out the Placement Organization's Host Family Application and Host Family Agreement. The U.S. YES Inbound Placement Organization headquarters staff must ensure such documents are complete.
- Host Family Applications must contain photographs of the interior and exterior of homes, including the student's bedroom and the surrounding grounds.
- All potential host families must be interviewed in-person by the local coordinator in the host family home. The local coordinator conducting the interview must tour the home and see exactly where the student will be sleeping and that he/she has a bed to him/herself.
- Placement Organizations headquarters staff and local coordinators must ensure that all YES Program participant host family placements are in compliance with Exchange Visitor Program regulations, the standards set forth herein, and CSIET standards, and that the host family and home environment are acceptable for a YES Program student.
- The local coordinator (or permanent staff) must conduct reference checks for all potential host family members, and a full-time permanent headquarters employee of the U.S. YES Inbound Placement Organization must review and evaluate the sufficiency of reference checks and upload their results into a central, web-based database maintained by the grantee organization responsible for the YES Overseas Components.
- Neither the employees, volunteers, or third parties acting on the behalf of U.S. YES Inbound Placement Organizations nor persons related to potential host families by blood or marriage may serve as character references.
- Background checks must be conducted for members of host families (and others living in the home) who are 18 years or older; this includes minors who turn 18 years old while a

YES Program participant is residing in the home or individuals who come to live in the home during the exchange year.

- The U.S. YES Inbound Placement Organizations will conduct an in-person YES-specific orientation for all screened and selected host families and provide them with the information and reference materials necessary to host and support a YES Program student. (Note: previous interviews during the screening and selecting process do not constitute this YES-specific orientation.) The U.S. YES Inbound Placement Organization's headquarters' staff may not permit the placement of a YES student in a home until this orientation has been completed.
- Host families must provide students three meals per day, their own beds, and other basic provisions necessary to ensure a safe and nurturing environment. Lunch may be packed by the student with food provided by the host family. Except on an occasional basis, it is not acceptable for the YES participants to purchase their own food.
- Placement Organizations must complete all host family double placement documentation prior to the students' departures from their home countries, and send such documentation to the YES Program Office for pre-approval. Placement of two YES students with one host family is only permitted if they do not speak the same native language.
- Placement Organizations must obtain (and retain for three years) copies of the following documents for each Program participant:
 - Name/photo page of international passport
 - J-1 visa page in passport
 - I-94 with date of U.S. entry indicated
 - DS-2019 with stamp issued at U.S. port of entry

Host Schools

Placement Organizations' practices and procedures for placing YES Program participants in accredited public or private secondary educational institutions must meet the Exchange Visitor Program regulations for the secondary school student category, i.e., 22 CFR 62.25.

Exchange Visitor Program regulations define an accredited educational institution as "any publicly or privately operated primary, secondary, or post-secondary institution of learning duly recognized and declared as such by the appropriate authority of the state in which such institution is located." (22 CFR 62.2) Relevant portions of the regulations governing the enrollment of exchange visitors in schools are set forth in 22 CFR 62.25(f), Student enrollment:

- (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student participant in a United States public or private secondary school. Such prior acceptance must:
 - (i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student participant will attend; and
 - (ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.

- (2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
- (3) Sponsors must maintain copies of all written acceptances and make such documents available for Department of State inspection upon request.
- (4) Sponsors must provide the school with a translated “written English language summary” of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.
- (5) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students.

With respect to the placement of YES Program participants, the Office of Citizen Exchanges provides the following further guidance that Placement Organizations must follow in placing students in host schools:

- Placement Organizations should work with host schools to secure their cooperation in providing academic programs appropriate to the needs and abilities of the individual students.
- Placement Organizations should encourage school administrators to utilize students as resources in the classroom and the community, including discussing options for extra-curricular activities that correlate with Program goals (e.g., Student Council, Junior Achievement, Future Business Leaders of America, volunteer opportunities).
- Placement Organizations should encourage students to take English, American History/Government, and/or Economics courses, even if they are not required courses.
- Due to unique cultural sensitivities in many countries in the YES program, ECA must provide its concurrence before students may be placed in religious, private, charter, and non-traditional public schools. Home schooling is not an acceptable option. The following information must be provided with a request for ECA’s approval for such placement:
 - Name and location of school, and confirmation that it is fully accredited.
 - Impact on housing (dormitory, with host family (HF), or with HF on weekends only)
 - Impact on programming (Will the placement interfere with participation in regular YES enhancement activities at the same level of other students?)
 - Religious School? If so: What kind? Are there religious coursework/activity requirements?
 - School uniforms required
 - Diversity of student body (All girls/all boys? Mixed faiths? Other?)

- Concurrence of student
- Concurrence of natural family
- Concurrence of grantee's field office in consultation with respective U.S. Embassy.
- Cost arrangement (Will all costs be waived or donated? Note that the Department of State does not generally provide grant funds for tuition.)

Student Insurance: Provide health and accident coverage to exchange participants either through the Bureau's Accident and Sickness Program for Exchanges (ASPE) plan or the grantee's provider that has equal or greater coverage. The Bureau offers the Accident and Sickness Program for Exchanges (ASPE) plan for students participating in the program. Detailed information on ASPE can be found in 10 FAM 240:

<http://www.state.gov/m/a/dir/regs/fam/c22995.htm>. Placement Organizations wishing to use a different plan must demonstrate that such alternate plan a) provides comparable or more comprehensive coverage and b) costs less. Students and natural families must be informed in writing of any limitations of coverage noted in their policies. **Coverage must begin when students depart their home countries and not conclude until they return home.** Please keep in mind that the students with disabilities who participate in the disability-specific post-arrival workshop must be covered by the Placement Organization's health insurance policy while they are participating in the workshop. If using its own insurance policy, applicant **must include a copy of the policy with its proposal submission.**

YES-Program Specific Training and Orientation: Placement Organizations are responsible for conducting YES Program-specific training for all their employees, volunteers, and third parties acting on their behalf who are involved in the Placement Component of the Project. This training should be designed to provide the methods and tools necessary for monitoring and counseling YES Program students, their host families, and school personnel. The training should also ensure understanding of YES program goals and requirements and sensitivity to cross-cultural issues that are unique to this exchange population.

Placement Organizations must implement a national training program for key staff involved in supervising and training other employees, volunteers, or third parties who administer the YES Program placements. Placement Organizations should invite the YES Program Office to participate in the national training program.

Placement Organizations are also responsible for conducting YES Program-specific orientation programs for host families prior to the students' placement in their homes. The YES Program Office recommends that orientations for families hosting YES Program participants not include other non-YES Program host families to ensure that adequate attention is given to YES Program-related and cross-cultural issues. YES Program host family orientations must include, but are not limited to, the following topics:

- J-visa requirements and why it is important for students to return home at the end of the year;
- The toll-free number host families and YES Program participants may use to contact the Department of State;
- Communication with U.S. YES Inbound Placement Organization personnel, including emergency contact information;

- The Overseas Components, the Disability Component of the Project, and the YES Abroad Program;
- Differences between the YES Program and other government-sponsored or private exchange programs, including the specific goals and objectives of the YES Program;
- Geographic and cultural nuances and their impact on student behavior;
- Religious and cultural concerns that may pertain to YES students
- Incidentals allowance and monthly student stipend (*e.g.*, their purposes and disbursement);
- Schedule of cluster/enhancement activities, including a Calendar of Events;
- Policies regarding travel and natural family visits;
- Community service requirements;
- International Education Week;
- Counseling and discipline procedures;
- Family and student expectations;
- Program components, including YES Program opportunities such as Civic Education Workshop, online chats, spur-of-the-moment initiatives, etc.
- Evaluations; and
- Alumni programming.

Student Orientation: *Placement Organizations' practices and procedures for YES Program student orientation must meet the general Exchange Visitor Program regulations and the secondary school student category-specific orientation requirements.*

Relevant portions of the regulations governing Exchange Visitor Program orientation are set forth in 22 CFR 62.10(c): Sponsors shall offer appropriate orientation for all exchange visitors....Orientation shall include, but not be limited to, information concerning:

- (1) Life and customs in the United States;
- (2) Local community resources (*e.g.*, public transportation, medical centers, schools, libraries, recreation centers, and banks), to the extent possible;
- (3) Available health care, emergency assistance, and insurance coverage;
- (4) A description of the program in which the exchange visitor is participating;
- (5) Rules that the exchange visitors are required to follow under the sponsor's program;
- (6) Address of the sponsor and the name and telephone number of the responsible officer; and
- (7) Address and telephone number of the Exchange Visitor Program Services of the Department of State and a copy of the Exchange Visitor Program brochure outlining the regulations relevant to the exchange visitors.

Relevant portions of the regulations set forth at 22 CFR 62.25(g)(5) governing secondary school student orientation follow: “All sponsors must provide exchange students, prior to their departure from their home countries, with ... [a]n identification card, which lists the exchange student's name, United States host family placement address and telephone number, and a telephone number which affords immediate contact with the program sponsor, the program sponsor's organizational representative, and Department of State in case of emergency. Such cards may be provided in advance of home country departure or immediately upon entry into the United States.”

Post-Arrival Orientation: With respect to the post-arrival orientations of YES Program participants, the Office of Citizen Exchanges requires that Placement Organizations prepare materials for and conduct a YES Program-specific arrival orientation program. The following topics must be included as part of post-arrival orientation:

- Goals of the YES Program;
- Rules, regulations, and expectations (i.e. no handling of firearms at any time);
- The toll-free number students may use to contact the Department of State;
- Role of the local representative;
- Personal goals;
- Keys to a successful exchange experience;
- School life and academic opportunities and expectations;
- Schedule of upcoming events and activities;
- Community service;
- International Education Week (November);
- Cultural misunderstandings and sensitive topics (e.g., American cultural norms for appropriate interaction between genders, personal hygiene, religion);
- Computer etiquette and usage;
- Student opportunities, including those offered through the YES Program (e.g., Civic Education Workshop);
- Budgeting;
- Communication with friends and family at home; and
- A brief overview of alumni activities that will await returning participants.

Students with Disabilities:

As previously stated, the YES program includes a component that specially targets participants with disabilities. Since 2006, over 30 YES students with disabilities have participated in the program. The students are selected through a process that takes their specific disability into account, but they are expected to meet the same criteria as the non-disabled students.

YES students with disabilities will participate in a week-long, post-arrival Preparatory Workshop, conducted by the organization responsible for the Disability Components Program (awarded as a separate grant). The elements of the Disability Components Program include:

- Thoroughly assessing each student's condition and specific needs and providing a report on the assessment to the appropriate Placement Organization.

- Transportation of the students to the workshop and to their permanent host communities (funded and coordinated by the YES Overseas Components grantee).
- Providing Placement Organizations with support and resources throughout the year.

Toward the end of the academic year, YES students with disabilities will attend a two-day Leadership and Reentry Workshop conducted by the disability component organization that supplements support for these students during the year. The workshop will:

- Facilitate readjustment as a person with a disability to a less disability-friendly environment.
- Further develop leadership skills and foster empowerment.
- Provide students with tools that will enable them to conduct outreach activities to attract future YES participants and work in support of disability rights in their home countries.

Transportation and other logistics will be arranged by the disability component organization in conjunction with the placement grantee.

Cultural Enhancement Activities: Placement Organizations are required to conduct cultural enhancement activities during the academic year to increase the participants' understanding of American culture, values, and history. These activities should expose students to key elements of American civil society and foster dialogue and enduring ties between the students and their host communities. Applicants must include a schedule of proposed enhancement activities for the 2011-2012 academic year in their Program Narrative.

Examples of cultural enhancement activities conducted in the past include briefings on local/state government and the judicial system; programs on community issues and concerns (e.g., environmental protection, substance abuse prevention, HIV awareness); and activities that exposed participants to and increased their understanding of the diversity that exists in American society. Activities that are designed to provide students the opportunity for community and public service are especially valuable, as they promote an understanding of the role of volunteerism in America and enable students to give something back to their host communities. Activities that promote youth leadership development, inter-community, inter-faith dialogue and mutual respect are a priority. ECA recommends that the grantee organization provide incentives for such participation through awards, contests, and acknowledgments in newsletters and on websites.

It is preferred that funding for enhancement activities be disbursed in small increments throughout the year to encourage a variety of activities. There is a maximum \$400 per student activities fund to cover the cost of these activities. Enhancement funds may not be spent on packaged sightseeing trips.

Leadership Development Programs: Placement Organizations are encouraged to earmark a portion of the \$400 per student enhancement activities fund for specialized training for the

development of leadership skills such as public speaking, team-building, critical thinking, and goal-setting so that the students are prepared to apply these skills once they return to their home countries. Proposed training should explore issues that foster civic responsibility, tolerance, public service, conflict resolution, and management. Placement Organizations are encouraged to interact with established local youth-oriented groups and to use free resources.

Placement Organizations are also encouraged to provide scholarships to enable YES Inbound students to participate in local and national leadership trainings, such as the Annual National Service-Learning Conference, Youth Noise Summits, and Hugh O'Brien Youth Leadership (HOBY) seminars.

Should educational materials be used to supplement leadership development, costs for these materials should appear in a separate line item in the budget. The proposal should also provide details as to how educational materials will be used during the year

Community Service Requirements: All YES Program students are required to participate in community service activities. Placement Organizations are expected to provide participants and their host families with clear and precise guidelines that reflect the standards, requirements, and expectations of their organizations and the U.S. Department of State, including but not limited to the following:

- Minimum number of hours and type (e.g., volunteer work or other tasks) of required community service. Examples of other tasks include writing essays about the impact community service activities have had on students, taking photographs of or corresponding with individuals who benefited from the student's efforts;
- Method by which Placement Organizations will monitor community service;
- Consequences of failing to meet this obligation; and
- Incentives, if any, to engage in community service.

Costs associated with implementing community service activities should appear in a separate line item in the budget.

Monitoring Students and Host Families: *Placement Organizations' practices and procedures for monitoring YES Program participants must meet the Exchange Visitor Program regulations for the secondary school student category, i.e., 22 CFR 62.25.*

Relevant portions of the regulations governing program administration that involve monitoring host families and YES students are set forth in 22 CFR 62.25(d) *Program administration*. Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf:

(1) Make no student placement beyond 120 miles of the home of a local organizational representative authorized to act on the sponsor's behalf in both routine and emergency matters arising from an exchange student's participation in the exchange visitor program;

(2) Ensure that no organizational representative act as both host family and area supervisor for any exchange student participant; [and]

(3) Maintain, at minimum, a monthly schedule of personal contact with the student and host family, and ensure that the school has contact information for the local organizational representative and the program sponsor's main office[....]

With respect to the monitoring of YES Program participants, the Office of Citizen Exchanges provides the following further guidance that Placement Organizations must follow:

- Only the Office of Citizen Exchanges can make the decision to terminate and repatriate a student; under no circumstances will Placement Organizations, their employees, volunteers, or third parties acting on their behalf inform or imply YES Program participants' programs will terminate and they will be repatriated, without specific directions from the Office of Citizen Exchanges.
- Local coordinators will monitor students' progress in academics, social adjustment, activities such as community service, exemplary achievements, and other program-related endeavors and track their progress in the local coordinators' monthly contact reports.
- Local coordinators will identify the need for additional student support, counseling for participants, document the circumstances, and notify both full-time permanent employees of the Placement Organizations and the Overseas Components Grantee who will, in turn, notify the Program Office. If the situation leads to an early return request, the Placement and Overseas Components organizations should provide consistent and thorough documentation that ensures that the involved students, host families, and natural families are aware of the situation and have been included in its resolution. All foreign and domestic recruitment and placement partners must concur. Prepare a clear and concise report of the circumstances.

Full-time permanent employee(s) or an official designate of the Placement Organizations will develop and implement plans to monitor all student placements (e.g., participants and host families) in addition to the monthly contact required by the regulations. Among other things, the monitoring plan must ensure that:

- Full-time permanent employee(s) or an official designate of the Placement Organization's headquarters must conduct site visits to the homes of at least 20% of the YES Program students placed by their organizations. The purpose of these visits is to see the YES Program students in their host environments. The visits should cover a combination of clustered and non-clustered students. These site visits should be conducted in close

coordination with the Bureau to complement Program Office site visits and ensure maximum coverage.

- Full-time permanent employee(s) or an official designate of the Placement Organizations will develop reporting systems to distribute and collect monthly updates/communications/reports which students will fill out and submit themselves. The type of system is left to the discretion of the Placement Organizations. Systems that demonstrate effectiveness and efficiency in identifying student issues will be deemed more competitive. Additionally, plans which describe ways to attain 100% student participation will be deemed more competitive. The purpose of these student reported monthly updates is to allow YES students to self report issues and to allow the Placement Organizations to track these issues effectively. Placement Organizations must promptly notify the YES Overseas Components Grantee about problems, inconsistencies, or concerns that are identified from these updates. The YES Overseas Components Grantee will report any problems or concerns to the ECA Program Office.

Training and Monitoring Employees and Volunteers of Placement Organizations and Third Parties Acting on Their Behalf: *Placement Organizations' practices and procedures for training and monitoring their officers, employees, and volunteers, and third parties acting on their behalf who are involved in the administration of the YES Program must meet the Exchange Visitor Program regulations for the secondary school student category, i.e., 22 CFR 62.25(d)(1): "Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf ... [a]re adequately trained and supervised and that any such person in direct personal contact with exchange students has been vetted through a criminal background check."*

With respect to the training and monitoring of the employees and volunteers of Placement Organizations and the third parties acting on their behalf, the Office of Citizen Exchanges provides the following further guidance that Placement Organizations must follow:

- All local coordinators working with YES Program students will fill out a local coordinator application.
- Full or part-time employee(s) or an official designate of Placement Organizations or equally qualified contractors will interview and train all local coordinators.
- Full or part-time employee(s) or an official designate of Placement Organizations or equally qualified contractors will have substantive monthly contact with all local coordinators, in-person, via digital video conference, or by telephone. Placement Organizations will log these contacts into the central, web-based database maintained by the grantee organization responsible for the Overseas Components. At a minimum, such logs must include the following information: Names of the Local Coordinators, their managing Regional Coordinators (if any) and the YES Program students for whom they are responsible; the name and position of the full-time permanent employee(s) or the official designate of the Placement Organization; the date and method of the contact; and a short, but comprehensive summary of the topics covered. Such narratives must be sufficient to substantiate the current well-being of the YES Program participants.

Proposals that outline effective and creative methods of ensuring substantive contact with local coordinators will be deemed more competitive.

Reporting Obligations: *Placement Organizations, their officers, employees, and third parties acting on their behalf must meet both the general Exchange Visitor Program reporting requirements and the secondary school student category-specific reporting requirements.*

Relevant portions of the regulations set forth at 22 CFR 62.13(b), serious problem or controversy, follow: “Sponsors shall inform the Department of State promptly by telephone (confirmed promptly in writing) or facsimile of any serious problem or controversy which could be expected to bring the Department of State or the sponsor's exchange visitor program into notoriety or disrepute.”

Relevant portions of the regulations set forth at 22 CFR 62.25(m), Reporting requirements, follow:

- (1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or abuse of an exchange student participant. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the summary suspension and termination of the sponsor's Exchange Visitor Program designation.
- (2) A summation of all situations which resulted in the placement of exchange student participants with more than one host family or school placement; and
- (3) Provide a report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must provide at a minimum, the exchange visitor student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), and school (site of activity) address.

The Office of Citizen Exchanges provides the following further guidance on reporting that Placement Organizations must follow:

- Placement Organizations will interpret “Department” in the above-referenced reporting regulations to mean both the Office of Citizen Exchanges and the Private Sector Programs Division of the Office of Designation. That is, Placement Organizations, through the Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Component grantee, must advise both Department contacts of any matter that is required to be reported by a sponsor pursuant to the above regulations.
- Placement Organizations, through the Overseas Components grantee, must provide the Office of Citizen Exchanges with reports of all situations that impact the safety, health, or well-being of YES Program participants.

- Placement Organizations, through the Overseas Components grantee, must provide the Office of Citizen Exchanges with electronic versions of fall placement reports by August 31 that include all YES Program participants that the Placement Organizations have placed.
- In a timely fashion, Placement Organizations must distribute to all YES students information the Office of Citizen Exchanges has prepared regarding Department initiated YES Program activities. Such activities include: International Education Week, Civic Education Workshop, Global Youth Service Day, and spur-of-the-moment program-related activities that may arise during the year (e.g., online chats, meetings, briefings).
- All promotional materials must identify the YES Program as a U.S. Department of State-sponsored program.
- In a timely manner, Placement Organizations must inform the Overseas Components grantee of any publicity that highlights students or the YES Program or otherwise strengthen outreach efforts, particularly those that involve government officials and the media. When the media interacts with YES Program students, Placement Organizations should make every effort to identify the YES Program as a U.S. Department of State-sponsored program.
- To facilitate the timely sharing of information, please submit regular student updates highlighting YES students' activities to the program office on a monthly basis.
- Placement Organizations must promptly notify the Office of Citizen Exchanges about problems, inconsistencies, or concerns that are identified from these updates.

Relevant portions of the regulations set forth at 22 CFR 62.70(b), SEVIS reporting requirements, follow:

Current U.S. address. Sponsors shall ensure that the actual and current U.S. address of all sponsored participants is reported to SEVIS. Sponsors shall update the actual and current U.S. address information for participants within 21 days of being notified by a participant of a change in his or her address. A sponsor's failure to update the actual and current U.S. address information within 21 days of receipt may be grounds for revocation of their Exchange Visitor Program status. Sponsors shall report a U.S. mailing address, *i.e.*, P.O. box address, in those limited circumstances where mail cannot be delivered to the current and actual U.S. address. If a U.S. mailing address is reported to SEVIS, sponsors shall also maintain a record of the actual and current U.S. address, e.g., dorm, building and room number, for that exchange visitor.

- Placement Organizations are required to enter complete, accurate, and up-to-date placement information into the web-based database that is linked to administration of the Student and Exchange Visitor Information System (SEVIS), including host family changes that may occur during the year.

- Placement Organizations shall promptly notify the Office of Citizen Exchanges of developments that have a significant impact on the grant-supported activities or in case of problems, delays, or adverse conditions which materially impair the Placement Organization's ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and specifically request assistance from the Office if needed to resolve the situation.

Quarterly Performance Reports: Placement Organizations are responsible for implementing mechanisms for monitoring participants and reporting to the program officer on YES Program success and impact on a quarterly basis throughout the year. They must submit quarterly performance reports that address, at a minimum, the following topics: past and planned program activities; financial status (e.g., identify financial variations from original budgets); and the strengths and weaknesses of the Placement Organization's overall experience with the YES Program as well as individual participants. Such program descriptions should be supported by qualitative narrative and quantitative data. Placement Organizations should conduct surveys or otherwise seek information on the following topics from parties involved in the placements:

- Student achievements;
- Specialized trainings and/or workshops;
- Program impact on schools, host families, and communities;
- Specific challenges and their solutions;
- Monitoring students, host families, and local coordinators; and
- Ongoing evaluation of program success in achieving stated objectives.

The first quarterly performance report must also include information on the Disability Components Program students. Placement Organizations must submit to the program officer and the grants officer a hard copy original plus ***one*** copy of all quarterly performance reports no more than 30 days after the reporting period end dates: March 31; June 30; September 30; and December 31, unless the U.S. YES Inbound Placement Organization has specified alternative quarterly reporting dates in its application. A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all performance reports.

Final Performance Report: Placement Organizations must submit to the program office, as well as the grants office, a hard copy original plus ***one*** copy of a final performance report. This report must include a program and financial report and should include both qualitative and quantitative data to indicate strengths and weaknesses of the exchanges and placements of all YES Program participants. A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with the final performance report.

Performance Report Summary Document

In addition to Final Performance Report identified above, Placement Organizations are required to submit concise one-page documents summarizing their performance reports, listing and describing their grant activities and a list of their directors and/or senior executives (current officers, trustees, and key employees). The Office of Citizen Exchange will transmit these two documents to the Office of Management and Budget (OMB), along with other information required by the Federal Funding Accountability and Transparency Act (FFATA). As required by

FFATA reporting requirements, this information will be available to the public via OMB's USASpending.gov website.

Evaluation

The Bureau expects applicants to track host families and other key participants and to develop an evaluation plan to measure gains in mutual understanding and the exchange of information.

Mid-Program Orientation: Placement Organizations must meet with all YES Program participants approximately halfway through their exchange programs, preferably in January. The purpose of this meeting is to assess their progress in achieving Program and personal goals and provide the necessary assistance to enable them to meet these goals. The issues to discuss must include, at a minimum, the following:

- Satisfaction with host family placement;
- Adjustment and cross-cultural concerns;
- Challenges and strategies to deal with these issues;
- Identification of program and personal goals, progress in achieving these goals, and strategy for achieving these goals;
- Return travel (e.g., deciding on a return date, travel procedures, luggage, and overweight baggage costs);
- Global Youth Service Day (April);
- Evaluation of the exchange experience to date; and
- Alumni programming (e.g., alumni associations, ideas for alumni activities, and registering on the DOS Alumni website at <https://alumni.state.gov/login>).

End of Program Support: Placement Organizations are responsible for preparing students to bring closure to their American exchange experiences as well as re-entry to their home countries. Placement Organizations must ensure that students receive relevant information concerning YES Program alumni opportunities in their respective countries and discuss individual plans for possible alumni projects. The following points should be included as part of re-entry training:

- Closure – preparing to leave and saying goodbye:
 - The importance of keeping in contact with host families and American friends
- Re-entry – expectations and challenges:
 - How families will treat returning exchange students
 - How friends will treat returning exchange students
 - How will my environment and my lifestyle change? and
 - Stages of reverse culture shock and techniques for coping;
- Changes:
 - How the exchange students' home countries have changed in the past year,
 - What major events have I missed?
 - How have the exchange students changed in the past year, and
 - How have the exchange students' goals changed in the past year;
- Connecting with YES Program alumni:
 - Identifying new skills that can help YES Program participant alumni, and
 - Ideas for possible alumni activities;
- Teaching people at home about the United States; and
- J-1 Visa two-year home residency requirement.

Program Evaluation

Applicants must include in their proposals a plan for evaluating program success and in performing the enumerated responsibilities necessary to achieve the program objectives in such a way that they were able to reach the stated outcomes. Evaluation mechanisms should track progress during the program (e.g., on a per-participant and per-activity basis) and, at the end of the program, to assess the cumulative effect of all aspects of the participants' exchange experiences (e.g., activities, host family selection, contacts with local coordinators) over which the Placement Organizations had control. Evaluation techniques may be in any form such as a survey or questionnaire, and applicants should include a description of their evaluation methodologies along with a draft of their plans.

Plans should also address the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of an evaluation plan depends on how well it specifies intended outcomes, clearly defines outcome measurement techniques, identifies timing of outcome measurement, and clearly describes data collection strategies for each outcome (e.g., surveys, interviews, focus groups). Evaluation plans that deal with all levels of outcomes will be deemed more competitive.

Placement Organizations must include the results of ongoing evaluation plans in their quarterly reports, with the final quarterly report summarizing the overall program success. Applicants must maintain all data collected, including survey responses and contact information, for a minimum of three years following completion of each participant's exchange visitor program.

The Overseas Components: On-Program Support

Placement Organizations are expected to work closely with the Overseas Components grantee that recruits, selects, organizes travel, and communicates with the Program Office and natural parents concerning on-program support issues. The Overseas Components Grantee will:

- Serve as a liaison between exchange students and their natural parents;
- Provide Placement Organizations with guidance on handling cross-cultural issues and problems of international students;
- Provide data related to inbound student recruitment and selection;
- Send at least one representative to a two-day annual meeting in Washington, D.C.; and
- Select and provide on-program support for YES Abroad students.

The YES Overseas Components Grantee will maintain a database that will include the name, address, contact information, biographic sketch, and travel itinerary of all participants. U.S. YES Inbound Placement Organization Grantees are required to maintain and share complete, accurate, and up-to-date placement information with this grantee's database, including host family changes that may occur during the year. The YES Overseas Components Grantee will then share the information and any updates with the Bureau as required for SEVIS. This requires adequate staff. The Overseas Components Grantee will send placement information updates to the ECA program office for SEVIS updating. Placement Organizations will also report any serious

student issues to the YES Overseas Components Grantee, who in turn will report them to the ECA Program Office and to overseas partners when natural parent support/concurrence is necessary.

For YES Abroad:

YES Abroad Recruitment

Grantees will be asked to recruit American students for consideration in the Fall 2010 YES Abroad program for 2010-11. Recruitment should be done through high schools with whom your organization works, as well as other youth organizations and appropriate outlets. Recruitment material will be provided by the YES Overseas Components Grantee. After applications are received, the U.S. YES Inbound Placement Organization will provide nominations of strong applicants to the Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Components grantee to be considered for selection.

The “Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Components” grantee will develop and distribute a standard recruitment and selection process to be used by all YES Inbound Placement Organizations (POs), and maintain statistics at all levels (i.e. initial applications received, full applications with essays received, interviews conducted, etc.) Application forms will be uniform except for any country-specific requirements that should be kept separate from the standardized application form.

The “Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Components” grantee will also select finalists and alternates from a pool of candidates provided by YES Inbound Placement Organizations (POs), which will recruit and nominate qualified student applicants. The Overseas Organization will coordinate marketing and recruitment with POs and maintain statistics at each stage (e.g. initial application, interviews, selection of finalists and alternates, etc.) according to PO, U.S. region, and gender.

Criteria for YES Abroad application

- Must be a U.S. citizen
- At least 15 years of age but not more than 18 years and six months of age as of the program start date; (dependant on high school requirements of the specific country)
- Demonstrate maturity, good character, and scholastic aptitude.
- Preference will be given to students who have received a majority of their high school education in the U.S.
- Preference will be given to candidates who have not resided or studied in the country to which they are applying.
- Applicants must not have received a high school diploma
- Commitment to cultural immersion in a host culture through a home stay experience.
- Interest in learning the predominant language of the host culture.
- Ability to meet cross-cultural challenges with maturity, humor and an open mind.
- Plans for sharing their overseas experience in their U.S. home school/community.

II.

PROGRAM SPECIFIC GUIDELINES

Clustering

The minimum number of inbound students for which an organization may submit a proposal is 30; there is no maximum number. Students should be placed where they will be most warmly welcomed and accommodated and where they may contribute to the broadest possible understanding of their cultures. For this reason, the State Department seeks placements in all 50 states and the District of Columbia in a wide range of rural, urban, and suburban settings.

A strong overall preference is given to organizations that choose to cluster all or most of their inbound students. A cluster is defined as a minimum of three ECA-funded scholarship students who live up to two hours away from each other, and can be brought together for activities arranged for all scholarship students in the area such as, orientations, re-entry training and program-specific enhancement activities.

Applicants are expected to cluster a minimum of 60% of their placements and disperse the remainder throughout the country. Different local representatives may monitor students within an area so long as the students can be brought together for activities as described above. Proposals that include this option must describe plans in detail.

Applicants selecting the dispersal option for any of their students must describe in detail how they will ensure that local staff and volunteers are trained to deal with the specific needs and concerns of this specialized population of exchange students, such as orientations, participant monitoring and enhancement activities.

YES Program Participants

Most YES Program participants are 15-17 years old. However students up to age 18 ½ at the time of program start date may participate per Department of State J-1 visa regulations. Under the terms of their visas, they are expected to return to their home countries following the conclusion of their exchange program in the United States. Placement Organizations are expected to assist the State Department in enforcing this.

The Department of State seeks to include students of diverse national and ethnic backgrounds and students with disabilities. Finalists also undergo rigorous medical screening. The selection criteria include achievement, maturity, social skills, demonstrated leadership potential and skills, and personality factors necessary to adjust to the host environment and engage in a dialogue with Americans on issues of relevance to U.S. relations with the student's country. Students are selected on the basis of merit by a committee of trained volunteers and are interviewed in person for evaluation of their ability to adjust to new cultures and English language proficiency.

Finalists are assigned to the placement organizations through a distribution process conducted by the Overseas Components Grantee. The average group of students assigned to each organization will typically involve students of several nationalities and may include one or more physically-challenged students.

Participation in ECA and DoS Web Resources

1. All grantee staff, program personal, and regional and local volunteers associated with the YES program are expected to be members or guest member and are to be knowledgeable of the State Department's resources such as but not limited to ExchangesConnect.State.gov and Alumni.State.gov.
2. Staff and coordinator training, and orientations for students and host families, are to include presentations and demonstrations on these resources.
3. DoS Resource sites are to be promoted effectively to participants and participants are to be expected to become active members at these sites. While organizations may provide their own resources and on-line opportunities, these additional on-line resources may not replace involvement with DoS on-line communities.

III. PROPOSAL CONTENTS

Since applicant organizations do not have the opportunity to meet with reviewing officials or otherwise discuss the merits of their applications, each proposal should describe a program in a convincing and comprehensive manner, addressing all the criteria set forth in RFGP and the other guidelines identified in the introduction to this document.

Proposals should address all elements described below succinctly and completely. Proposals may be submitted through Grants.gov only in the following formats:

- Microsoft Word,
- Microsoft Excel,
- Adobe Portable Document Format (PDF),
- ASCII Text (less preferable), or
- Joint Photographic Experts Group (JPEG images).

Proposals should include the following information:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

Applications must include a completed "Application for Federal Assistance (SF-424). Applicants must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number to complete Box 8(c) of the Form SF-424. Applicants may obtain DUNS numbers at no charge by contacting Dun and Bradstreet at <http://www.dunandbradstreet.com> or 1-866-705-5711.

TAB B - Executive Summary

The Executive Summary is a single double-spaced page that provides the following information:

- Name of the organization submitting the proposal
- Beginning and ending dates of the program
- Scope of the project, including the following:
 - Number of students to be placed
 - Geographic distribution of students

- Method of placement
- Nature of activities
- Funding level requested from the Bureau
 - Total program cost
 - Total cost sharing from applicant and other sources
 - Total per-student cost

TAB C- Calendar of activities/itinerary

The Calendar of Activities/Itinerary is a monthly plan of action or timetable that demonstrates the timing and organization of the responsibilities of Placement Organizations providing the Placement Component of the Project. These should include, but not be limited to, monitoring local staff, students, and host families; training events; submission of quarterly reports; and dispersal of funds and information. This is not part of the 20-page limit on the Program Narrative, discussed below.

Program Narrative

The Program Narrative is 20 single-sided double-spaced pages of text that addresses, among other things, the responsibilities outlined in the "Statement of Work" and all matters covered under the "Program Specific Guidelines," with extra attention given to the monitoring section.

The Program Narrative may be divided into sub-headings as follows:

1. Vision/Goals
 - a. Objectives (as set forth in the RFGP)
 - b. Outcomes (as set forth in the RFGP)
2. Organizational Structure and Capacity
 - a. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program objectives and outcomes.
 - b. Resources, expertise, and experience should be adequate and appropriate to achieve the program objectives and outcomes.
 - c. Identification of headquarters staff responsible for:
 - i. Program implementation, and
 - ii. Percentage of time such staff will dedicate to the YES Program e.g., coordination with field staff at all levels (Regional, Area, Local Representatives), the Overseas and Disability Support Components, and DOS Program Office.
 - d. Identification of field staff
 - i. Describing reporting structure (both in field and to headquarters)
 - ii. Indicating whether full-time, part-time, or third parties (paid or volunteer)
 - e. Identification of subcontractors or implementing partners, if applicable, and description of their activities.
 - f. For past recipients of Department of State Grants and/or for designated sponsors of the Exchange Visitor Program, institutional record of successful exchange programs, including responsible fiscal management and record of compliance

- with reporting and regulatory requirements.
 - g. For new applicants, demonstrate capacity and ability to participate in the Program, including:
 - i. Financial viability
 - ii. Experience in the area of international exchange
3. Cultural Enhancement and Leadership Development Programs
- a. Description of a program of events and activities to expose students to different aspects of American culture, government, attitudes, and citizens.
 - b. Plans for spending the enhancement activities funds in a way that will benefit both clustered and dispersed students.
 - c. Placement Organizations will be afforded flexibility with regard to the amount spent per student for dispersed students. For example, an organization may spend more on a dispersed student if the organization provides:
 - 1. Cost justification, and
 - 2. Total amount requested for all students does not exceed an average of \$400 per student.
 - d. Initiatives/incentives that are specific to applicant organization
 - 1. Assurance that students will receive pertinent information and will be encouraged to participate in activities organized by ECA's YES Program Office, e.g., Civic Education Workshop, online chats
 - 2. Plans to provide scholarships and other incentives that offer skill development opportunities
 - e. Proposed programs must be achievable and measurable. Strategies should creatively utilize resources at the local level to ensure an efficient use of program funds.
4. Program Participant Monitoring
- a. Field staff
 - i. Plans for recruiting, screening, selecting, and supporting local coordinators
 - ii. Plans for supporting and monitoring local coordinators
 - 1. Clustered students
 - 2. Dispersed students
 - b. Host families
 - i. Plans for recruiting, screening, selecting, supporting, and monitoring host families
 - 1. Include selection criteria to be used for evaluating the suitability of host families with respect to each of the regulatory requirements: interview; adequate financial resources to undertake hosting obligations; reputation and character through character references, criminal background checks; and capacity to provide a comfortable and nurturing home environment.
 - ii. Details about the host family interview, home visit, and ongoing monitoring
 - 1. Clustered students

2. Dispersed students
 - c. Program participants
 - i. Plans for placing, supporting, and monitoring students
 - d. Checks and Balances and Contingency Plans with regard to participant monitoring at all levels (Field staff, host families, and students)
 - e. Plans for the following activities and responsibilities
 - i. Implementing and monitoring mandated community service activities
 - ii. Observation of International Education Week
 - iii. Provision of scholarships and other incentives that offer skill development opportunities
 - iv. Orientation and Re-entry Training
 1. Plans and schedule for post-arrival, mid-program, and re-entry orientations
 2. Include explanation of how the topic of alumni programming will be incorporated into sessions
 - f. Plan for school placements
 - i. Assurance that placements will be secured in writing prior to students' arrival
 - ii. Confirmation that placements will be in accredited schools only
 - iii. Mandatory subject classes
 - iv. Monitoring student progress, activities, and special achievements
 - g. Plan for staff training
 - i. National training date and location
 - ii. Regional and local training strategies
 - iii. Initial training for new staff and ongoing training for seasoned staff
 - iv. Methods of training staff who work with dispersed students
 - h. Plan for accommodating students with disabilities
 - i. Activities
 - ii. Means of measuring success
 - i. Disbursal of funds
 - i. Incidentals Allowance
 - ii. Monthly Stipends
 - iii. Enhancements
5. Diversity
 - a. Substantive support of the Bureau's Guidelines set forth in the RFGP
 - b. Diversity should be reflected in the achievable and relevant features of:
 - i. Program administration (i.e., selection of participants, host families, schools, program venue, and program evaluation)
 - ii. Program content (i.e., orientations, program meetings, resource materials, and follow-up activities)
6. Multiplier Effect
 - a. Proposed programs should strengthen long-term mutual understanding

- b. Innovative ideas to expose American communities to the goals and activities of the YES program involving students, host families, and schools, such as:
 - i. Media outreach
 - ii. Visits to local and national government representatives
 - iii. Internet-based applications
 - c. Substantive plans to prepare YES Program students for their roles as active, effective YES Program alumni
- 7. Reporting and Evaluation
 - a. Plan to track and evaluate Placement Organization's success in meeting the objectives and outcomes as well as the enumerated responsibilities
 - i. Evaluations should be ongoing and at program end
 - ii. Evaluations should monitor individual students and individual activities, particularly in regard to intended outcomes indicated in your proposal
 - iii. Grantees will be expected to submit quarterly reports, which should be included as an inherent component of the work plan.
 - iv. Describe any additional instruments you plan on using to evaluate the effectiveness of your program
 - v. Provide samples of all monitoring and evaluation plans in Tab E
- 8. Health and Accident Insurance
 - a. Identify the insurance plan and coverage provided to YES Program students
 - b. If plan is other than ASPE:
 - i. Provide cost comparisons
 - ii. Provide explanation of benefits of alternative plan

TAB D - Budget Submission

Applicants must submit a Form SF-424A along with a comprehensive line item budget. The budget must include and distinguish between funds requested under this RFGP and funds applicants acquire through cost-sharing or from other sources. They also must submit a Program Activity Cost Summary. Please clearly differentiate between Inbound and YES Abroad recruitment and pre-departure costs. Include an explanatory budget narrative and submit per participant and total costs. Per participant costs are calculated as the total grant funds requested divided by the number of participants.

Each budget must include the following costs:

- Student-specific costs
 - \$125 per student monthly allowance for 11 months
 - \$300 reimbursable per student incidentals allowance to be spent by the host family for school start-up costs and other school-related expenses (e.g., yearbook, locker fees, gym shorts) for which receipts must be presented to the placement organization
 - \$100 per student emergency expense fund to be retained by the U.S. YES Inbound Placement Organization for small emergency expenses (e.g., eyeglasses, minor dental problems)
 - \$400 per student for enhancement activities.

- Support and monitoring of regional and local staff; include support for spot-checks of a minimum of 20% of YES Program students.
- Staff travel, i.e., expenses for at least one trip for one person to Washington, D.C. to attend the two-day Youth Programs annual meeting.

Budgets also typically include but are not necessarily limited to the following items:

- National and regional coordinator trainings;
- Orientations (post-arrival, mid-program, and re-entry) for students and host families;
- Stipends and honoraria for non-salaried staff and volunteers;
- Identifying, screening (e.g., criminal background checks and interviewing), and selecting host families;
- Monitoring students and host families, trouble-shooting, counseling, and resettling students, as necessary;
- Student activities including specialized training and workshops;
- Implementing community service activities;
- Program materials (including an explanation of how materials will be used);
- Administrative costs (e.g., salaries, communication, and supplies);
- Promotional materials, including website development;
- Mandatory school fees, including registration and books; and
- Program-related initiatives, such as scholarships to participate in leadership training events and other incentives.

Cost sharing

All cost sharing declared in the proposal budget must be auditable. Applicants are encouraged to develop sources of funding to complement the grant funds. Private partnerships with corporations or foundations are encouraged. Direct contributions from the applicant organization itself are welcome, both cash and in-kind (i.e., indirect costs). Costs borne by host families are considered “in-kind contributions” and may not be declared as a cost share item.

Program Activity Cost Summary: In addition to the budget, submit a Program Activity Cost Summary that reflects all costs (even if they do not easily fit into the enumerated categories). The Program Activity Cost Summary is used to identify Project cost drivers and will not be used to evaluate proposals submitted in this competition. Annotate those line items that are affected by unique or changing cost drivers, e.g., high transportation costs, increases in stipends for local coordinators.

TAB E – Letters of endorsement, resumes, additional illustrative information and data

Resumes of all program staff should be included in the submission. No resume should exceed two pages. Include additional illustrative information and data that will strengthen and provide additional detail to the application, e.g., copies of detailed participant monitoring and project evaluation plans, letters of endorsement, and commitments from all implementing partners or subcontractors.

TAB F – SF-424B, “Assurances – Non-construction Programs,” First Time Applicant Documents, and Additional documentation

1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

Details on the review process and criteria are provided in the Request For Grant Proposals.

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Program Officer Kevin Baker at (202) 632-6073,

Office of Citizen Exchanges, Youth Programs Division, Fax: (202) 632-9355, e-mail:
<BakerKM1@state.gov>.